

## Corrections Unit Team

Job Code	Job Title	Pay Grade
8129L1	Unit Team Supervisor	26
8128L1	Unit Team Manager	28

### CONCEPT:

This is supervisory work as the leader of a unit team at a state correctional institution. Work involves supervising and directing a unit staff consisting of corrections counselors and corrections officers.

### TASKS:

- Plans, assigns, and reviews work of assigned staff and reviews cases and counsels with and gives assistance to Correctional Counselors on difficult case problems.
- Adjusts work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads.
- Monitors and evaluates staff performance and prepare performance appraisals.
- Assess training needs of staff and recommend appropriate training.
- Reviews case plans and recommendations.
- Provides oversight of classification, assisting with offender release planning, determining release eligibility including all types of supervised releases.
- Counsels inmates having adjustment problems at the living unit, place of work or in other areas in order to identify factors causing problems; assists in organizing and formulating detailed plans for release or parole.
- Abstracts information from the RDU psycho-social summary and other psychological and psychiatric findings and analyzes case data for presentation to the Unit Team.
- Reviews all pre-release case material for accuracy, completeness and clarity of thought before distribution is made to field staff for investigation; specifically reviews those plans developed by counselors for inmates requesting release out of state to ensure compliance with the rules and regulations established for Interstate Compact.
- Reviews all reports on inmates which include disciplinary matters and work performance and counsels inmates individually and with other unit team members.
- Recommends modification of an inmate's rehabilitation program in such areas as custody, program involvement, detail assignments, readiness for release on parole and transfers to other institutions, according to information obtained in counseling sessions.
- Implements and conducts group counseling sessions and programs for inmates with drug, alcohol and other identifiable problems.
- Advises and counsels inmates on the planning of their pre-release programs and conditions of their eventual release; coordinates pre-release planning with state parole officers and state and local rehabilitation agencies.
- Participates in various institutional committee efforts such as Program Management Committee, Disciplinary Appeals Committee, Inmate Grievance Appeals Committee and unit teams as these functions relate to the pre-parole and pre-release planning responsibilities.
- Supervises a staff in planning and directing a progressive release program. Implements and monitors the individual treatment, work, education, training and counseling programs; assigns tasks to members of the Unit Team; makes recommendations regarding changes to programs; makes preliminary investigations in matters of living unit activities.
- Reviews resident cases and makes recommendations regarding the resident's readiness for parole; presents the cases to the Program Management Committee and the Kansas Parole Board; makes recommendations regarding reclassification.
- Holds weekly meetings of unit residents and staff; plans, organizes and directs programs of group counseling; leads group counseling sessions.
- Organizes and coordinates the development and staffing of institution leisure time programs for residents.

- Administers the disposition of Class IV offenses and other minor disciplinary problems.
- Directs and provides input into the evaluation of corrections officers assigned to the unit; assists in planning changes and revisions in security methods and procedures.
- Reviews 120 day program reports and other special reports as prepared by the Units' counselors and corrections officers; coordinates work with that of other departments through conferences and the continuing exchange of information.
- Participates in various committees formed to examine issues that affect institutional policies such as interpretation of legislation, training needs and the drafting and publication of departmental rules and regulations for the offender population.
- Prepares reports as required; provides information concerning residents and programs within the unit.

## **LEVELS OF WORK**

- Class Group consists of two classes.

**Unit Team Supervisor:** This is supervisor work in providing case management and counseling services to inmates in a correctional facility. Incumbents supervises Correctional Counselors and related support staff engaged in the monitoring, directing, and developing programs or making recommendations concerning parole eligibility for inmates in an institution.

**Minimum Requirements:** A Bachelor's Degree with major coursework in criminal justice, the social sciences, or the behavioral sciences, and one year of experience working with offenders in corrections, parole, or law enforcement. Additional experience may be substituted for the required education as determined relevant by the agency.

**Necessary Special Requirements:** Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class may require the selected candidate to possess a valid driver's license.

**Unit Team Manager:** This is supervisory and administrative work as the leader of a unit team at a state correctional institution. Work involves supervising and directing a unit staff consisting of corrections counselors and corrections officers. An incumbent is responsible for the total operation of the living unit in assigning, scheduling, and reviewing the work of subordinate personnel and for planning, recommending, implementing, and monitoring treatment programs.

**Minimum Requirements:** A Bachelor's Degree with major coursework in criminal justice, the social sciences or the behavioral sciences, and two years of experience working with offenders in corrections, parole, or law enforcement. Additional experience may be substituted for the required education as determined relevant by the agency.

**Necessary Special Requirements:** Positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class may require the selected candidate to possess a valid driver's license.

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REV: 6/18